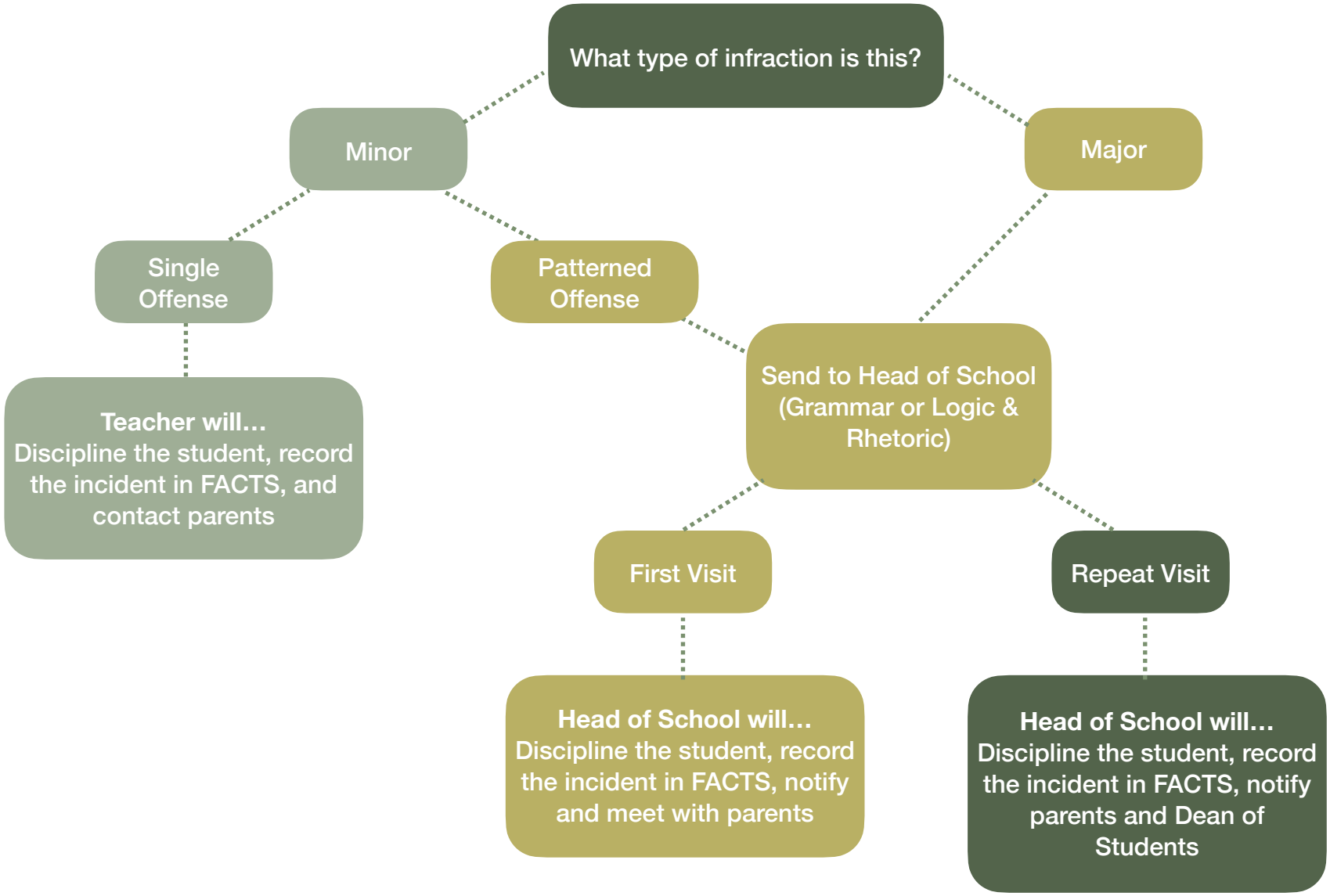JECA DISCPLINARY PROCEDURE